

State Coastal Conservancy

JOB ANNOUNCEMENT

POSITION: OFFICE TECHNICIAN

SCC

1330 Broadway, Ste. 1100
Oakland, CA 94612

Salary Range: A - \$2598-3157

The State Coastal Conservancy, located in Downtown Oakland above the 12th Street Bart station is recruiting for an **Office Technician (T)**. This **Limited term (8 month) full-time** position is a good opportunity for a self-motivated, organized individual.

DUTIES AND RESPONSIBILITIES: The incumbent word processes information from handwritten or typed copies in the form of memorandums, correspondence, mailing lists, staff recommendations, reports, graphs, charts and tables, which will require revisions and/or updating using track Changes. Edit stored material and/or print out onto appropriate paper. Includes typing from hand written or typed drafts, editing for spelling and grammar and proofing own work. Assist in general clerical work of the agency such as library upkeep, backup relief for receptionist, handling incoming calls, board book production, photocopying, filing and large mail outs

DESIRABLE QUALIFICATIONS:

- * Ability to follow oral and written instructions.
- * Ability to work well with people of all levels.
- * Ability to use good judgment and initiative.
- * Dependable and flexible
- * Desire to work on a wide variety of ever-changing assignments

* Other duties as assigned

ELIGIBILITY:

Current state employees, lateral transfers, eligibles on a current list for Office Technician/Word Processing Technician and LEAP/SROA/Surplus eligibles are encouraged to apply.

FINAL FILE DATE:

Applications and/or resumes will be accepted until position is filled. Interviews anticipated as applications are screened.

CONTACT: MAIL/OR FAX (510) 286-4344 APPLICATION/RESUME TO:

State Coastal Conservancy
Cindy Martin, Personnel Officer
1330 Broadway, Suite 1100
Oakland, CA 94612-2530

Questions regarding the position may be directed to Erlinda Corpuz at (510) 286-4159.